

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Agent	Job Family: VII
General Classification: Front-Line	Job Grade:

Definition: To provide leadership and supervision to officers in field patrol.

Distinguishing Characteristics: The Police Agent is distinguished from the next lower level position of Police Officer in that it provides supervision of patrol and detective activities performed by the officers.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Patrols City on roving basis as part of Field Services.
2. Collects, marks, and packages all evidence.
3. Photographs crime scenes as required.
4. Assists officers in difficult field situations.
5. Works as a Field Training Officer for new recruits and conducts in-service training for all Field Services officers.
6. Provides input to the employee performance process.
7. Supervises officers in the absence of a sergeant.
8. Maintains a level of physical fitness which meets job requirements.

Minimum Qualifications:

Knowledge of: The practices and procedures of police science; criminal law, especially as it relates to the apprehension, arrest, and prosecution of law violators and the collection of evidence; departmental policies and procedures; City geography; analyzing and interpreting police problems and criminal evidence.

Ability to: Collect and process criminal evidence; prepare accurate reports; establish and maintain effective community relations; use sound judgment in crisis situations; train personnel; plan and conduct training courses.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to three years experience as a Police Officer, at least 18 months of which must be with the City of Mountain View. Agent will also be required to successfully complete a post-approved field evidence technician course and supervisory skills course during the first year of appointment.

Required Licenses or Certificates: Valid California driver's license; valid CPR and First-Aid Certificates (as required).

Working Conditions: Requires work which may be strenuous and hazardous.

Established March 1988

Revised June 1991

CLASS SPECS

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